

APPLICATION INSTRUCTIONS

for

UTAH CAREER AND TECHNICAL EDUCATION SCHOLARSHIPS AND TUITION AWARDS

2006-2007

The Career and Technical Education Scholarships and Tuition Awards are for outstanding Career and Technical Education (CTE) students. The awards cover ONE year of tuition only (no other expenses) for those students who have excelled in their Career and Technical Education (CTE) area. Eligible candidates are those who are **(1) planning on attending a postsecondary institution in a CTE program that is a two-year Associate Degree program or less (preceding immediate employment in that area) or (2) those who are planning to teach in a CTE area (a 4-year program).** All other four-year degree programs will be disqualified.

These CTE awards are sponsored by the Utah State Office of Education (USOE) in cooperation with the following postsecondary institutions: **(Please note---Salt Lake Community College does NOT include Salt Lake Skills Center on State Street.)**

**Bridgerland ATC
College of Eastern Utah
Davis ATC
Dixie ATC
Dixie State College**

**Mountainland ATC
Ogden-Weber ATC
Salt Lake Community College
Salt Lake-Tooele ATC
Snow Coll.- Ephraim (NONE provided)**

**Snow College - Richfield
Southern Utah University
Uintah Basin ATC
Utah Valley State College
Weber State University**

Students (seniors) are strongly encouraged to work with their (1) high school counselor and (2) nominating CTE teacher when completing this application form and portfolio. Awards are **ONLY** to the above-mentioned institutions. Advisors, parents, and others should follow directions in the student portfolio and application forms explicitly to ensure that portfolios/applications are accepted and considered for awards. Please be aware that CTE Scholarships are valid only if the student attains and maintains full-time status at the college or university to which the award is given.

If you have any additional questions or comments, call Aleta Hansen, (801) 538-7921 (Press #1 to leave a message), or Murray Meszaros (801) 538-7870.

APPLICATION REQUIREMENTS

1. Each nominee must be a high school senior in Career and Technical Education (CTE) either completing or continuing courses in one of the following CTE areas: **Agriculture, Business, Family & Consumer Sciences, Health Science & Technology, Information Technology, Marketing, Technology Education, and Trade & Technical.**
2. Each nominee must **have a valid Career and Technical Education occupational goal.**
3. Each nominee must check if the CTE program he/she wants to take is actually offered at the institutions he/she wants to attend. Sources of information for this are the Student Guide Book (given to seniors), school counselors, and/or on the websites of participating institutions. **PLEASE BE AWARE:** Many colleges, including Weber State University, Southern Utah University, Utah Valley State College, **do not accept a cumulative GPA below 3.0.**
4. Each nominee must be a senior who will graduate from a Utah-sponsored, public, secondary school **before September 15, 2006.**
5. Immediate employment after completing the training program is a requirement for all potential award recipients who enter Associate Degree or less programs and for those entering 4-year, CTE teacher education programs. It must be clearly stated in the student's narrative as to what employment the student intends to seek and how the student plans to obtain that employment once the training is completed.

6. Each nominee must complete all aspects of the PORTFOLIO and send it to the Utah State Office of Education. The application must be **postmarked by March 3, 2006**. **The application/portfolio must be stapled together. No other form of binding will be accepted.**
7. **You may accept other private scholarships, but be aware that you cannot accept THIS and another scholarship from the same college or university.**
8. Please be honest. Do not apply if your intentions do not match ALL aspects of the preceding application requirements, #1-5.

JUDGING AND AWARDS

Since funding for the scholarship awards comes directly from the participating institutions, the number of selected awards will be determined by the number of awards offered by sponsoring institutions.

In addition, if a student is selected as a recipient of an award and has selected Weber State University or Southern Utah University, he/she must meet the admission requirements for these schools. If a student has selected Utah Valley State College, he/she must meet the admission requirements plus have a cumulative GPA of 3.0, grade 9 through first term of grade 12.

Barring unforeseen delays, USOE evaluations of student applications will be completed by March 18, 2006 and all award recipients will be notified by April 12, 2006.

Applicants NOT receiving an award will be formally notified by at least May 13, 2006.

Each participant will be rated on the basis of his/her **COMPLETED PORTFOLIO**. Please check the form, "Student Portfolio Guidelines and Applications," to see what a completed portfolio includes.

Please print legibly or type the application form and be sure to check grammar and spelling. Please be sure that ALL aspects of the portfolio and application form are completed. The judges will not call students for missing pieces.

Teachers and counselors, please inform eligible applicants that the odds of receiving an award in Year 2004 were 1:3. The monetary value of their spending four to five hours preparing an application could yield them well over a thousand dollars. Ask them to do the math. What is the potential hourly payback for preparing and applying?

The Awards Banquet will be held on Tuesday, May 2, 2006, from 11:45 a.m. to 2:00 p.m. Attendance is encouraged but NOT required to receive an award.

Deadlines

- March 6, 2006 ----Student's application postmarked to USOE
- March 20, 2006 ----USOE completes selection of award recipients
- April 12, 2006 ----Notification by USOE mailed to award recipients only
- April 19, 2006 ----Recipients fax response to USOE (801-538-7868)
- May 13, 2006 ----Notification by USOE mailed to those NOT receiving awards
- May 2, 2006 ----Banquet for awards recipients

Student

**Portfolio Guidelines
and Application Forms**

for the

2006-2007

**UTAH
CAREER AND TECHNICAL
EDUCATION**

**SCHOLARSHIPS and TUITION
AWARDS**

PORTFOLIO

Requirements for

2006-2007 UTAH CAREER AND TECHNICAL EDUCATION (CTE) SCHOLARSHIPS AND TUITION AWARDS

All areas listed below **MUST be completed & included** to be considered for an award.

Your portfolio should be designed to **highlight** the qualifications you have and it is highly recommended that it be no more than 8 pages long. Be sure to work with your high school guidance counselor on the portfolio and the application form. Please **do not** put the portfolio - which includes your application - into sheet protectors, plastic binders, report covers, etc. ***Simply staple the portfolio together.*** The portfolio must contain these items **in the FOLLOWING ORDER:**

A. APPLICATION FORM

Please complete the attached form in all areas.

B. TRANSCRIPT OF CREDITS

Please **HIGHLIGHT** on your official transcripts all CTE courses completed. Please have the transcripts signed by your high school counselor or school seal stamped on it.

C. PERSONAL DATA SHEET/RESUME

Please include:

1. CTE courses completed;
2. CTE Skill Certificates obtained (You are not required to have skill certificates to be eligible, but it does enhance the application.);
3. Work experience;
4. Awards and honors;
5. Membership in clubs and organizations; and
6. Leadership and citizenship/service experiences (service positions held in school, community, church, etc.).

D. EDUCATION AND OCCUPATIONAL PLANS

Please write a short narrative outlining the following areas:

1. Personal goals and
2. The steps necessary to reach your educational and occupational career goals including:
 - (a) Where training for your goals is available;
 - (b) What experience is required to enter and succeed in your occupational goal/area; and
 - (c) What you plan to do for employment after your training is completed and how you plan to enter your field.

E. LETTER(S) OF RECOMMENDATION (No more than two letters)

- (1) From the nominating CTE teacher;
- (2) From another teacher, high school counselor, principal, or community person who knows your strengths and abilities.

APPLICATION FORM

for
UTAH CAREER AND TECHNICAL EDUCATION 2006-2007 SCHOLARSHIPS AND TUITION
AWARDS

(Print or Type – ALL items MUST be FILLED IN.)

Name of Student _____ SS# _____

Address of Student _____
Street and/or P.O. Box _____

City _____ State _____ ZIP _____

**All 3 are
required →**

(1) Home Telephone _____ (2) High School Telephone _____ (3) High School Fax _____

Parent Name _____ Work Phone # _____

Parent Name _____ Work Phone # _____

Nominating/Referring HIGH SCHOOL [NOT an ATC] _____

Address _____ City _____ ZIP _____

Choices of Institutions: Please choose from the following institutions **ONLY**. If you list only one choice of institution and that institution is unavailable for a Tuition Award, **we will NOT give you an award to any other institution.**

(Please note, Salt Lake Community College does NOT include Salt Lake Skills Center on State Street.)

Bridgerland ATC
College of Eastern Utah
Davis ATC
Dixie ATC
Dixie State College

Mountainland ATC
Ogden-Weber ATC
Salt Lake Community College
Salt Lake-Tooele ATC
Snow Coll.- Ephraim (NONE provided)

Snow College - Richfield
Southern Utah University
Uintah Basin ATC
Utah Valley State College
Weber State College

		<u>I Meet Admission Standards</u>
1 st Choice	_____	<input type="radio"/> <u>yes</u> <input type="radio"/> <u>no</u>
2 nd Choice	_____	<input type="radio"/> <u>yes</u> <input type="radio"/> <u>no</u>
3 rd Choice	_____	<input type="radio"/> <u>yes</u> <input type="radio"/> <u>no</u>

To qualify for an Award, your CTE occupational goal must be (1) to pursue a post-high school **CTE training program requiring two years** (Associates Degree) **or less** for completion **OR** a 4-year teaching degree in one of the CTE areas **AND** (2) to enter employment immediately upon completion of the training program.

Your post-high school CTE/Occupational Goal: _____

Be specific. (Example: welding, accounting, carpentry, business ed. teacher, dental technician, childcare, fashion merchandising, etc.)

Career and Technical Education Area of Emphasis: (Check **one** only.)

- | | |
|--|---|
| <input type="radio"/> Agriculture | <input type="radio"/> Trade & Technical |
| <input type="radio"/> Business | <input type="radio"/> Family & Consumer Sciences |
| <input type="radio"/> Marketing | <input type="radio"/> Technology Education |
| <input type="radio"/> Information Technology | <input type="radio"/> Health Science & Technology |

Application Validation:

We have done the following:

- 1.) Read, understood, and completed all rules and requirements of the CTE Scholarships and Tuition Awards application process, and
- 2.) Determined that the student is seeking:
 - A **two-year Associate Degree** or less; **OR**
 - A 4-year **teaching degree** in a CTE area, and
 - Employment immediately after completing the training.

(Four-year degree programs of any other kind will be DISQUALIFIED.)

Signatures (All 3 signatures are required.)

1. _____
Signature of Nominated Student

2. _____
Signature of Nominating Career and Technical Education (CTE) Teacher

☐ I, the **High School Guidance Counselor OR High School CTE Coordinator**, have also reviewed the postsecondary admissions' requirements with the above student and the student meets the admissions' criteria for the institutions for which he/she has selected.

☐ I, the **High School Guidance Counselor OR High School CTE Coordinator** have also reviewed the postsecondary admissions' and guideline requirements with the above student and advised them of the following criteria: **As indicated in these guidelines, scholarships must be used in specifically Career and Technical Education areas/curriculum.** Scholarship recipients who do not use scholarships as stipulated will find scholarships being revoked by the awarding institutions.

3. _____ Phone # _____
Signature of High School Guidance Counselor/High School CTE Coordinator

Return packet to: Aleta Hansen
CTE Scholarships and Tuition Awards
Utah State Office of Education
250 East 500 South
PO Box 144200
Salt Lake City, UT 84114-4200

POSTMARK DEADLINE (or hand deliver) by Monday, March 3, 2006